

FROM:  
DEPARTMENT OF FIRE AND SAFETY SERVICES  
*Douglas A. Holton, Fire Chief*

DIVISION OF FIRE PREVENTION  
*Steven Zaccard, Fire Marshal*



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## **FIRE PREVENTION PRACTICE # 3-23**

March 27, 2006

TO: All Fire Prevention Staff

FROM: Fire Marshal Steve Zaccard

SUBJECT: FIRE ALARM PERMITS, PLANS & INSPECTIONS

*THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW.  
EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH  
YOUR SUPERVISOR.*

Permits are required for all fire alarm work. Fire alarm permits are secured from the Department of Safety and Inspections - Electrical Inspection Unit.

Fire alarm plans & specifications may be required for review and approval by Fire Prevention at the discretion of the Fire Marshal.

Inspections and acceptance tests are required for all installation, modification or repair of fire alarm systems and components. These inspections are conducted by the Fire Prevention Division.

The AC electrical inspections of fixed building wiring to the Fire Alarm Control Panel made by DSI Electrical Inspectors are included in the permit fee.

The initial rough-in and acceptance inspections made by Fire Prevention are included in the permit fee.

Additional inspections and acceptance tests made by Fire Prevention required to commission the system are billed to the alarm contractor at the rate of \$65.00 per hour, per person.

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